

CITY OF PORTLAND, MAINE

PLANNING BOARD

Elizabeth Boepple, Chair
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November 12, 2015

Bob Gaudreau, Hardypond Development Company
7 Tee Drive
Portland, ME 04103

Andrew Johnston, FST
778 Main Street, Suite 8
South Portland, ME 04106

Project Name: 3 Pleasant Avenue Church Redevelopment
Address: 3, 15, and 16 Pleasant Avenue
Applicant: Hardypond Development Company
Planner: Nell Donaldson

Project ID: 2015-102
CBLs: 130-H-13, I-12, and I-14

Dear Mr. Gaudreau:

On November 10, 2015, the planning board considered your Pleasant Avenue Church Redevelopment project at 3 Pleasant Avenue. The planning board reviewed the application, including sufficient evidence of right, title, and interest, for conformance with the standards of the subdivision and site plan ordinance. The planning board voted 5-0 (Morrissette absent) to approve the application with the following waivers and condition(s) as presented below.

WAIVERS

The planning board voted 5-0 (Morrissette absent) to find that the applicant has demonstrated that site constraints prevent the planting of all required street trees in the right-of-way. The planning board waived the site plan standard (*Section 14-526(b)(iii)*) requiring one street tree per unit for multi-family development and concluded that the applicant shall contribute \$3,400 for 17 street trees to Portland's tree fund.

SUBDIVISION REVIEW

On the basis of the application, plans, reports and other information submitted by the applicant; findings and recommendations contained in the planning board report for the public hearing on November 10, 2015 for application 2015-102 relevant to the subdivision regulations; and the testimony presented at the planning board hearing, the planning board voted 5-0 (Morrissette absent) to find that the plan does meet the active street frontage provisions of the B-2c zone as defined in *Section 14-188* to the greatest extent practicable and that the plan is in conformance with the subdivision standards of the land use code, subject to the following conditions of approval, which must be met prior to the signing of the plat:

1. The applicant shall finalize the subdivision plat to meet the requirements of *Section 14-496* for review and approval by Corporation Counsel, the Department of Public Services, and the Planning Authority; and

2. The applicant shall provide evidence of parking and access easements by and between 15 Pleasant Avenue, 16 Pleasant Avenue, and 3 Pleasant Avenue for review and approval by the Planning Authority; and

3. The applicant shall provide a public access easement on 3 Pleasant Avenue for purposes of the transit shelter for review and approval by the Planning Authority.

SITE PLAN REVIEW

On the basis of the application, plans, reports and other information submitted by the applicant; findings and recommendations contained in the planning board report for the public hearing on November 10, 2015 for application 2015-102 relevant to the site plan regulations; and the testimony presented at the planning board hearing, the planning board voted 5-0 (Morrissette absent) to find that the plan is in conformance with the site plan standards of the land use code, subject to the following conditions of approval that must be met prior to the issuance of a building permit, unless otherwise stated:

1. Prior to the issuance of a certificate of occupancy, the applicant shall submit plans depicting the final location of the proposed transit shelter for review and approval by the city's consulting traffic engineer;

2. The applicant shall resolve the location of the proposed electrical transformer on the Forest Avenue frontage in order to either screen the transformer per the standards of *Section 14-526(b)2b* or otherwise remove it from public view for review and approval by the Planning Authority; and

3. The applicant shall provide revised elevations addressing the multi-family design standards for review and approval by the Planning Authority.

The approval is based on the submitted plans and the findings related to site plan and subdivision review standards as contained in the planning board report for application 2015-102 which is attached.

STANDARD CONDITIONS OF APPROVAL

Please note the following standard conditions of approval and requirements for all approved site plans:

1. **Subdivision Recording Plat** A revised recording plat listing all conditions of subdivision approval must be submitted for review and signature prior to the issuance of a performance guarantee. The performance guarantee must be issued prior to the release of the recording plat for recording at the Cumberland County Registry of Deeds.
2. **Subdivision Waivers** Pursuant to 30-A MRSA section 4406(B)(1), any waiver must be specified on the subdivision plan or outlined in a notice and the plan or notice must be recorded in the Cumberland County Registry of Deeds within 90 days of the final subdivision approval.
3. **Develop Site According to Plan** The site shall be developed and maintained as depicted on the site plan and in the written submission of the applicant. Modification of any approved site plan or alteration of a parcel which was the subject of site plan approval after May 20, 1974, shall require the prior approval of a revised site plan by the Planning Board or the Planning Authority pursuant to the terms of Chapter 14, Land Use, of the Portland City Code.
4. **Separate Building Permits Are Required** This approval does not constitute approval of building plans, which must be reviewed and approved by the City of Portland's Inspection Division.

5. **Site Plan Expiration** The site plan approval will be deemed to have expired unless work has commenced within one (1) year of the approval or within a time period up to three (3) years from the approval date as agreed upon in writing by the City and the applicant. Requests to extend approvals must be received before the one (1) year expiration date.
6. **Subdivision Plan Expiration** The subdivision approval is valid for up to three years from the date of Planning Board approval.
7. **Performance Guarantee and Inspection Fees** A performance guarantee covering the site improvements as well as an inspection fee payment of 2.0% of the guarantee amount and seven (7) final sets of plans must be submitted to and approved by the Planning Division and Public Services Department prior to the release of a subdivision plat for recording at the Cumberland County of Deeds, and prior to the release of a building permit, street opening permit or certificate of occupancy for site plans. If you need to make any modifications to the approved plans, you must submit a revised site plan application for staff review and approval.
8. **Defect Guarantee** A defect guarantee, consisting of 10% of the performance guarantee, must be posted before the performance guarantee will be released.
9. **Preconstruction Meeting** Prior to the release of a building permit or site construction, a pre-construction meeting shall be held at the project site. This meeting will be held with the contractor, Development Review Coordinator, Public Service's representative and owner to review the construction schedule and critical aspects of the site work. At that time, the Development Review Coordinator will confirm that the contractor is working from the approved site plan. The site/building contractor shall provide three (3) copies of a detailed construction schedule to the attending City representatives. It shall be the contractor's responsibility to arrange a mutually agreeable time for the pre-construction meeting.
10. **Department of Public Services Permits** If work will occur within the public right-of-way such as utilities, curb, sidewalk and driveway construction, a street opening permit(s) is required for your site. Please contact Carol Merritt at 874-8300, ext. 8828. (Only excavators licensed by the City of Portland are eligible.)
11. **As-Built Final Plans** Final sets of as-built plans shall be submitted digitally to the Planning Division, on a CD or DVD, in AutoCAD format (*.dwg), release AutoCAD 2005 or greater.
12. **Mylar Copies** Mylar copies of the as-built drawings for the public streets and other public infrastructure in the subdivision must be submitted to the Public Services Dept. prior to the issuance of a certificate of occupancy.

The Development Review Coordinator must be notified five (5) working days prior to date required for final site inspection. The Development Review Coordinator can be reached at the Planning Division at 874-8632. All site plan requirements must be completed and approved by the Development Review Coordinator prior to issuance of a Certificate of Occupancy. Please schedule any property closing with these requirements in mind.

If there are any questions, please contact Nell Donaldson at 874-8723.

Sincerely,

Elizabeth Boepple, Chair
Portland Planning Board

Attachments:

1. Planning Board Report
2. Performance Guarantee Packet

Electronic Distribution:

CC: • Jeff Levine, AICP, Director of Planning and Urban Development
Tuck O'Brien, City Planning Director
Barbara Barhydt, Development Review Services Manager
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Mike Farmer, Project Engineer, Public Services
Jane Ward, Administration, Public Services
Jeff Tarling, City Arborist, Public Services
Jeremiah Bartlett, Public Services
Keith Gautreau, Fire Department
Jennifer Thompson, Corporation Counsel
Thomas Errico, P.E., TY Lin Associates
David Senus, P.E., Woodard and Curran
Rick Blackburn, Assessor's Department
Approval Letter File



PLANNING BOARD REPORT PORTLAND, MAINE

Pleasant Avenue Church Redevelopment
3, 15, and 16 Pleasant Avenue
Level III Site Plan and Subdivision Review
2015-102
Peninsula Property Development

Submitted to: Portland Planning Board Date: November 5, 2015 Public Hearing Date: November 10, 2015	Prepared by: Nell Donaldson, Planner CBLs: 130-H-13, 130-I-12, 130-I-14 Project #: 2015-102
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I. INTRODUCTION

Hardypond Development Company has requested a final Level III site plan and subdivision review for the redevelopment of the former Clark Memorial Church site at 3 Pleasant Avenue in Deering Center. The project involves the creation of separate lots for the church and the associated rectory, the adaptive reuse of the church building for 25 market rate apartments, the development of the rectory as one additional residential unit, and easements on an existing lot across Pleasant Avenue for the purposes of off-street parking. Few site changes are proposed.

In the period since the public workshop, the applicant has minimized the amount of impervious surface on site to bring it under the threshold for stormwater treatment, modified the design of the single-family parking to ensure safe access, relocated trash and recycling containers to the rear of the renovated church building, moved an electrical transformer away from the Forest Avenue frontage, added street trees, and proposed landscaping for the parking area. Outstanding comments are discussed in this final report.

As a project resulting in 26 new residential units, this development is being referred to the planning board for compliance with the site plan and subdivision standards. The Planning Division sent a total of 142 notices to property owners within 500 feet of the site and a legal ad ran on October 19 and 20, 2015.

Applicant: Bob Gaudreau, Hardypond Development Company, LLC

Consultants: Andrew Johnston, FST; John Shields, Shields Architecture; John Swan, Owen Haskell

II. REQUIRED REVIEWS

<i>Waiver Requests</i>	<i>Applicable Standards</i>
Street trees <i>Single-family (15 Pleasant)</i> - 2 trees required. 2 existing trees. Meets standard. <i>Multi-family (3 Pleasant)</i> - 25 trees required. 2 existing trees, 6 proposed. Waiver with contribution for 17 additional trees (\$3,400).	Site Plan Standard, <i>Section 14-526(b)2.b(iii)</i> and Technical Manual, <i>Section 4.6.1</i> . All multi-family development shall provide one street tree per unit. Single-family developments shall provide two street trees per unit. Waiver permitted where site constraints prevent it, with applicant contributing proportionate amount to Tree Fund.
<i>Review</i>	<i>Applicable Standards</i>
Site Plan	<i>Section 14-526</i>
Subdivision	<i>Section 14-497</i>

III. PROJECT DATA

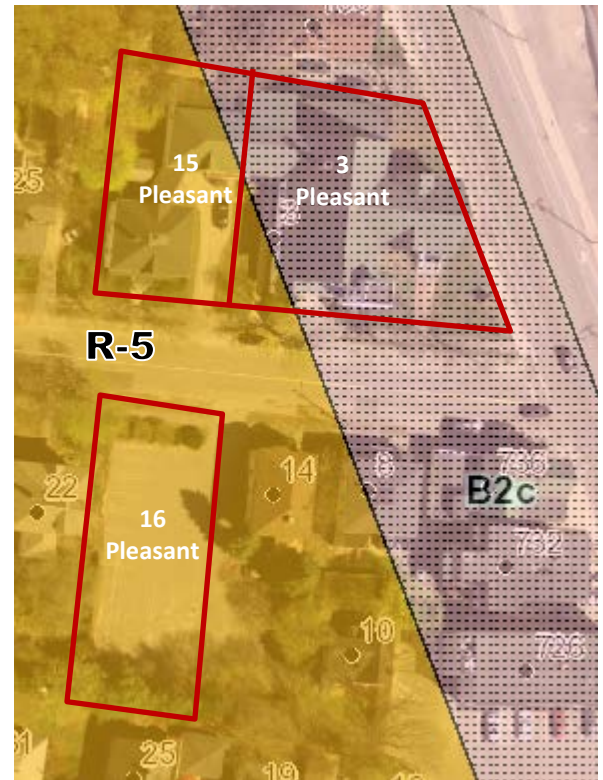
Existing Zoning	R-5 and B-2c
Existing Use	Church, rectory, and parking area
Proposed Use	Residential (conversion of church for multi-family, conversion of rectory for single-family) and parking
Proposed Development Program	25 units residential in church, 1 single-family in rectory
Parcel Sizes	15,741 (multi-family in church at 3 Pleasant Avenue) 6,797 SF (single family at 15 Pleasant Avenue) 10,132 (parking area at 16 Pleasant Avenue)

	Existing	Proposed	Net Change
Building Footprint (church)	8,995 SF	8,995 SF	0 SF
Building Floor Area (church)	17,582 SF	17,582 SF	0 SF

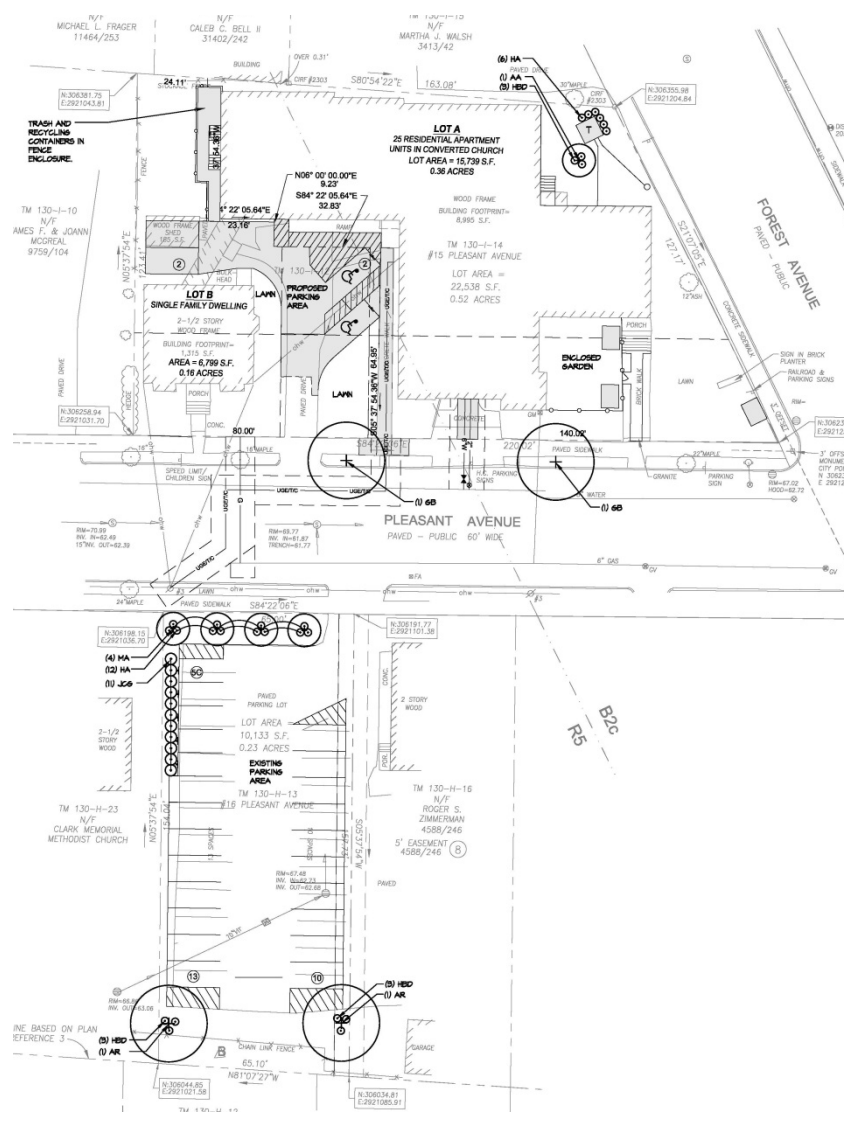
Building Footprint (single-family)	~1,315 SF	~1,315 SF	0 SF
Building Floor Area (single-family)	~2,630 SF	~2,630 SF	0 SF

Impervious Surface Area	20,875 SF	21,857 SF	982 SF
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Parking Spaces	23	27	4
Bicycle Parking Spaces	0	10	10
Estimated Cost of Project	\$2,000,000		



Figures 1, 2 and 3: existing church at 3 Pleasant Avenue from Forest Avenue (top left); existing rectory at 15 Pleasant Avenue (bottom left); existing zoning



Figures 4, 5, & 6: existing lots, church, and rectory building (left); proposed site plan, showing reuse of church and rectory buildings; proposed Pleasant Avenue elevation

IV. BACKGROUND & EXISTING CONDITIONS

The Pleasant Avenue Church redevelopment affects three parcels under common ownership near Woodfords Corner, two on the north side of Pleasant Avenue and one on the south (Figure 4). The Clark Memorial Church was built on the first of these parcels (3 Pleasant Avenue) and a portion of the second (15 Pleasant Avenue) between 1857 and 1882; the adjacent rectory building was added entirely on the second lot (15 Pleasant Avenue) in the early 20th century. A breezeway currently connects the southwest corner of the church with the northeast corner of the rectory. These two buildings share a driveway. Parking is located across Pleasant Avenue on the third lot (16 Pleasant Avenue), which currently consists entirely of surface parking and shares its driveway with an adjacent residential building.

The zoning on the site is split between Residential R-5 to the west and Community Business B-2C to the east (Figure 3). To the north, west, and south in the R-5 zone, the site is surrounded largely by single-family residential development, with some multi-family residential proximate to Forest Avenue. With respect to the B-2c zone, a hair salon occupies the site on Forest Avenue directly across Pleasant Avenue from the site; multi-family residential sits on Forest Avenue directly to the north.

V. PROPOSED DEVELOPMENT

The applicant proposes to:

- Adaptively reuse the existing church building at 3 Pleasant Avenue to develop 25 market rate studio, one-bedroom, and two-bedroom apartments on three floors. Laundry and storage space would also be included in the building. Minor site improvements are proposed in association with the redevelopment. The 3 Pleasant Avenue lot would be reconfigured such that the church building would be wholly contained on the site.
- Demolish the existing breezeway between the church and rectory buildings in order to separate these buildings and allow the rectory to function as a separate single-family residence. The 15 Pleasant Avenue lot would be reconfigured to house the rectory building only. Parking would be developed at the rear of this newly reconfigured lot.
- Use the existing surface parking at 16 Pleasant Avenue, with some minor site improvements, for the purposes of off-street parking for the church redevelopment.

VI. PUBLIC COMMENT

The applicant hosted a neighborhood meeting on Thursday, October 8 (*Attachment F*). Based on the meeting minutes, attendees' questions focused largely on the potential tenant population, plans for landscaping, traffic impacts, and noise. Staff also received public comments from several neighbors (*Attachments PC-1 to PC-6*). These neighbors raised concerns about the size of the development, as well as parking and traffic implications. No comments were received following the board workshop on this item.

VII. RIGHT, TITLE, & INTEREST

The applicant's submittal includes a deed as evidence of right, title, and interest (*Attachment D*). The development will involve parking and access easements on both the 15 Pleasant Avenue and 16 Pleasant Avenue sites, as well as an easement for a transit shelter at the site's southeast corner on Forest Avenue. These easements have been included as a condition of approval.

VIII. FINANCIAL & TECHNICAL CAPACITY

The estimated cost of the development is \$2 million. The applicant has submitted a letter from TD Bank attesting to their capacity to successfully complete the project (*Attachment D*).

IX. ZONING ANALYSIS

As noted during the preliminary review, off-street parking on 16 Pleasant Avenue constitutes a conditional use under the R-5 zone, but, because this parking currently exists, it is not being reviewed anew here. It should also be noted that, because the church and rectory buildings currently exist and are being reused, there are existing non-conformities with respect to dimensional requirements. Per the zoning review, no new non-conformities are being created.

The applicant has proposed to use the active street frontage provisions of the B-2c zone to achieve the desired residential density for the adaptive reuse of the church. The B-2c allows for a density of 1 per 1,600 SF in off-peninsula locations by right, with the density increasing to 1 per 435 SF for projects with active street frontages. This means that, with the by-right density of the B-2c zone, the applicant could develop eight units in the former church. Assuming the density for projects with active street frontages, 30 units would technically be permitted.

Section 14-188 of the code defines an active street frontage as follows:

A building will be determined to have an active street frontage upon meeting the following guidelines to the greatest extent practicable as determined by the Planning Board or Planning Authority:

- *the primary building façade shall be within ten feet of the front street line;*
- *there shall be no parking on the lot within 35 feet of the front street line;*
- *no more than 25% of the first floor primary façade shall consist of access to garages, unutilized space, service entrances, storage or mechanicals, and the*

remaining minimum 75% shall have an average depth of a minimum of 20 feet for residential or commercial uses;

- *all primary ground floor entries to multi-family buildings must orient to street, not to interior blocks or parking lots.*

During the board workshop on this proposal, staff discussed the potential to either redesign or move the southernmost ADA parking space on the 15 Pleasant Avenue lot to meet the intent of the active street frontage provisions, although compliance is not technically required given that the parking on the plan falls in the R-5 zone and not the B-2c. In their revised submittal, the applicant has reiterated the difficulty of redesigning these spaces, as well as a preference for retaining the ADA spaces in close proximity to the accessible building entrance. The spaces have not been relocated.

As discussed at the workshop, the building, in its existing condition, falls just over the 10 foot limit from the front property line. This means that, technically, it does not meet the build-to guideline for an active street frontage. However, at the workshop, the board appeared to generally agree that, given that the building is existing, it meets this guideline to maximum extent practicable.

Findings related to the active street frontage provisions have been included in the motions.

X. SITE PLAN SUBMISSION REQUIREMENTS (Section 14-527) and SUBDIVISION PLAT AND RECORDING PLAT REQUIREMENTS (Section 14-496)

Staff has reviewed the subdivision plat. The city's surveyor has indicated his approval (*Attachment 5*). The plat remains to be fully reviewed by Corporation Counsel, and elements relating to easements, a unit breakdown, and any conditions of approval remain to be added. A final subdivision plat meeting the requirements of *Section 14-496(b)* has been included as a condition of approval.

XI. SUBDIVISION REVIEW (14-497(a). Review Criteria)

The proposed development has been reviewed by staff for conformance with the relevant review standards of the City of Portland's subdivision ordinance. Staff comments are below.

1. Water, Air Pollution

There are very minor site changes proposed, including the demolition of a breezeway, the removal of a shed, and some additional paving. The development is not anticipated to have detrimental water or air impacts.

2 & 3. Adequacy of Water Supply

The applicant has provided evidence of capacity from the Portland Water District (*Attachment C*).

4. Soil Erosion

No unreasonable soil erosion or reduction in the capacity of the land to hold water is anticipated.

5. Impacts on Existing or Proposed Highways and Public Roads

The applicant has provided an estimated trip generation of 16 peak hour trips based on the Institute of Transportation Engineers Trip Generation Manual (*Attachment C*). No traffic impact analysis has been conducted. Tom Errico, the city's consulting traffic engineer, has concurred that no traffic study is required (*Attachment 1*).

6. Sanitary Sewer/Stormwater Disposal

The applicant has proposed to use existing sewer connections in Pleasant Avenue. The applicant has provided evidence of sewer capacity (*Attachment G*).

7. Solid Waste

In the revised plans, the applicant has moved the proposed trash and recycling enclosure away from Forest Avenue to the west side of the property.

8. Scenic Beauty

This proposal is not deemed to have an adverse impact on the scenic beauty of the area.

9. Comprehensive Plan

The proposed project will add rental housing to the city's housing stock, and thus meet a number of housing objectives of the comprehensive plan. The project will also adaptively reuse an existing building on a major commuter corridor and transit line, thus achieving some of the smart growth objectives of the comprehensive plan as well.

10. Financial and Technical Capacity

The applicant has submitted a letter from TD Bank attesting to the applicant's capacity to successfully complete the project (*Attachment D*).

11. Wetland/Water Body Impacts

There are no anticipated impacts to wetlands.

12. Groundwater Impacts

There are no anticipated impacts to groundwater supplies.

13. Flood-Prone Area

Per the city's existing flood maps, the site is not located in a flood zone.

XII. SITE PLAN REVIEW

The proposed development has been reviewed by staff for conformance with the relevant review standards of the City of Portland's site plan ordinance. Staff comments are below.

1. Transportation Standards

a. Impact on Surrounding Street Systems

As noted above, the applicant's narrative estimates that the project will add 16 peak hour trips to the adjacent street system. The impact of these trips is anticipated to be negligible. Mr. Errico has stated that he does not anticipate negative traffic or safety impacts (*Attachment 1*).

b. Access and Circulation

The applicant has proposed to provide vehicular access to ADA parking serving the church lot at 3 Pleasant Avenue and parking serving the single-family home at 15 Pleasant Avenue via the existing curb cut on the north side of Pleasant Avenue. This driveway, as well as the ADA parking for the church redevelopment, will technically lie on the single-family lot at 15 Pleasant Avenue, with a 30 foot wide access easement to the church property.

In the revised submittal, the applicant provided turning templates in an effort to document that circulation can occur to the parking for the single-family home at rear, but Mr. Errico indicated that his concerns remained. Ultimately, the applicant and Mr. Errico agreed that stacked parking represents the preferred design option for the single-family parking, and the applicant revised plans to that effect. Mr. Errico has indicated that he has no further comments on the parking circulation (*Attachment 1*).

As proposed, access to the off-site parking at 16 Pleasant Avenue (which will serve the church redevelopment) would be provided via an existing driveway shared with the property at 14 Pleasant Avenue. Easements will be necessary in this location as well. As noted above, parking and access easements have been included as a condition of approval.

Pedestrian access to the converted church building would remain largely as is, with the exception of a new secondary entrance at the northeast corner of the site on Forest Avenue, which would be reachable via a new sidewalk from the street. The main entrance from Pleasant Avenue would continue to exist as it

currently does, via a sidewalk with steps to the building. ADA access would continue to be provided to the west on Pleasant Avenue via a ramp; the sidewalk to the ADA ramp would be reconstructed. In the revised submittal, the applicant has made some modifications to ensure an accessible route from the street. There are no proposed changes to pedestrian access to the single-family lot or the parking. It should be noted that DPS has reviewed the condition of the Forest Avenue/Pleasant Avenue ramp; this ramp was reconstructed this summer and needs no further work.

c. *Public Transit Access*

Given that this project is over 20 residential units and located along a transit route, a transit facility, consisting of a transit shelter and a pullout bay, is technically required. Following conversations with METRO, the applicant has identified a transit shelter pad on the plans. The applicant has depicted a public access easement surrounding the shelter site on the draft subdivision plan. It appears that a pullout is not possible given right-of-way constraints. Additional coordination with METRO will be required to identify the exact location of the transit facilities. Plans showing the final location and details related to this shelter have been included as a condition of approval.

d. *Parking*

Division 20 of the land use ordinance requires one parking space per unit for residential development in the B-2 zone (*Section 14-332(a)*). At this ratio, the church redevelopment would be required to provide 25 parking spaces for the 25 residential units. The final plans show 23 parking spaces off-site at 16 Pleasant Avenue and two ADA spaces next door at 15 Pleasant Avenue, or exactly 25 spaces. Both of these parking areas lie within 100 feet of the church lot at 3 Pleasant Avenue, thus meeting the requirements of *Section 14-334* of the ordinance, which permits off-site parking for uses in non-residential zones. In the final submittal, the applicant has adjusted the striping adjacent to the handicapped parking spaces to ensure that it meets the requirements for a van accessible space.

Division 20 generally requires two parking spaces per unit for residential buildings in zones without exceptions. Two spaces are proposed at the rear of the single-family building at 15 Pleasant Avenue, meeting this requirement.

The final plans include 10 bike parking spaces in two bike racks, meeting the requirement for residential structures. In the revised plans, the applicant has moved one of these racks to a location outside of the fence as requested by staff.

e. *Transportation Demand Management*

A transportation demand management plan is not required.

2. *Environmental Quality Standards*

a. *Preservation of Significant Natural Features*

There are no known significant natural features on the site.

b. *Landscaping and Landscape Preservation*

The final plans show additional landscaping around the parking area at 16 Pleasant Avenue, two street trees on the Pleasant Avenue frontage of the church building, and landscaping around the proposed transformer on the Forest Avenue frontage. Jeff Tarling, the city's arborist, has reviewed the landscaping plan and verbally indicated his approval.

The final plans show a transformer on the Forest Avenue frontage at the northeast corner of the property. Staff has discussed the location of the proposed transformer on the Forest Avenue frontage with DPS, Mr. Tarling, and the applicant in an effort to find a more discreet location. There is some potential that the transformer might be moved to a nearby pole; otherwise, evergreen landscaping or fencing will be required per the site plan ordinance. The resolution of this issue has been included as a condition of approval.

c. *Water Quality/Storm Water Management/Erosion Control*

The applicant has indicated in the revised submittal that the impervious surface on site would increase by just under 1,000 SF, less than the threshold for stormwater mitigation. As currently proposed, all stormwater would runoff as in the existing condition and discharge to the city's combined system, with no treatment planned. David Senus, the city's consulting civil engineer, has indicated his approval of the plans as proposed.

3. Public Infrastructure and Community Safety Standards

a. *Consistency with Related Master Plans*

As noted above, the project is generally deemed consistent with related master plans.

b. *Public Safety and Fire Prevention*

The applicant has provided a life safety summary for review by the city's Fire Prevention Bureau (*Attachment B*). Per this summary, the converted church building would have sprinklers. A hydrant is provided at the corner of Forest and Pleasant Avenues. At the request of Assistant Fire Chief Keith Gautreau, street trees have been located to minimize conflict with emergency responders. Assistant Chief Gautreau has indicated his general approval (*Attachment 4*).

c. *Availability and Capacity of Public Utilities*

The Portland Water District has provided documentation of capacity to serve the project (*Attachment C*). The applicant has also provided evidence of sufficient sewer capacity to service the residential units on the site (*Attachment G*).

4. Site Design Standards

a. *Massing, Ventilation, and Wind Impact*

No comments.

b. *Shadows*

Not applicable.

c. *Snow and Ice Loading*

No comments.

d. *View Corridors*

Not applicable.

e. *Historic Resources*

The existing church building is not designated as a historic structure, nor are there historic structures within 100 feet.

f. *Exterior Lighting*

No new exterior lighting is proposed.

g. *Noise and Vibration*

No comments.

h. *Signage and Wayfinding*

No signage or wayfinding is proposed at this time.

i. *Zoning-Related Design Standards*

The applicant has not proposed any changes to the existing rectory building. However, they have proposed modest exterior changes to the existing church building, including the addition of doors, windows, and several dormers. These additions have generally been designed to integrate with the building's existing

historic character. Based on the multi-family design standards, the city's urban designer has requested that the applicant:

- Review the elevations, particularly with respect to the north side, to ensure that the drawings accurately depict the existing roof design and window pattern;
- Align proposed windows on the second and third floors on the north side with existing first floor windows; and
- Confirm that proposed dormers match the existing roof pitch.

At the time of final plan review, no additional drawings had been provided. The resolution of the design comments has been included as a condition of approval.

XII. STAFF RECOMMENDATION

Subject to the proposed motions and conditions of approval listed below, Planning Division staff recommends that the planning board approve the proposed Pleasant Avenue Church Redevelopment project.

XIII. PROPOSED MOTIONS

A. WAIVERS

On the basis of the application, plans, reports and other information submitted by the applicant; findings and recommendations contained in the planning board report for the public hearing on November 10, 2015 for application 2015-102 relevant to Portland's technical and design standards and other regulations; and the testimony presented at the planning board hearing:

1. The planning board **finds/does not find** that the applicant has demonstrated that site constraints prevent the planting of all required street trees in the right-of-way. The planning board **waives/does not waive** the site plan standard (*Section 14-526 (b) (iii)*) requiring one street tree per unit for multi-family development and concludes that the applicant shall contribute \$3,400 for 17 street trees to Portland's tree fund.

B. SUBDIVISION

On the basis of the application, plans, reports and other information submitted by the applicant; findings and recommendations contained in the planning board report for the public hearing on November 10, 2015 for application 2015-102 relevant to the subdivision regulations; and the testimony presented at the planning board hearing, the planning board finds that the plan **does/does not** meet the active street frontage provisions of the B-2c zone as defined in *Section 14-188* to the greatest extent practicable and **is/is not** in conformance with the subdivision standards of the land use code, subject to the following conditions of approval, which must be met prior to the signing of the plat:

1. The applicant shall finalize the subdivision plat to meet the requirements of *Section 14-496* for review and approval by Corporation Counsel, the Department of Public Services, and the Planning Authority; and
2. The applicant shall provide evidence of parking and access easements by and between 15 Pleasant Avenue, 16 Pleasant Avenue, and 3 Pleasant Avenue for review and approval by the Planning Authority; and
3. The applicant shall provide a public access easement on 3 Pleasant Avenue for purposes of the transit shelter for review and approval by the Planning Authority.

C. DEVELOPMENT REVIEW

On the basis of the application, plans, reports and other information submitted by the applicant; findings and recommendations contained in the Planning Board Report for the public hearing on November 10, 2015 for application 2015-102 relevant to the site plan regulations; and the testimony

presented at the planning board hearing, the planning board finds that the plan **is/is not** in conformance with the site plan standards of the land use code, subject to the following conditions of approval that must be met prior to the issuance of a building permit, unless otherwise stated:

1. Prior to the issuance of a certificate of occupancy, the applicant shall submit plans depicting the final location of the proposed transit shelter for review and approval by the city’s consulting traffic engineer;
2. The applicant shall resolve the location of the proposed electrical transformer on the Forest Avenue frontage in order to either screen the transformer per the standards of *Section 14-526(b)2b* or otherwise remove it from public view for review and approval by the Planning Authority; and
3. The applicant shall provide revised elevations addressing the multi-family design standards for review and approval by the Planning Authority.

XIV. ATTACHMENTS

PLANNING BOARD REPORT ATTACHMENTS

1. Traffic Engineer review (memo from Thomas Errico, 11/5/15)
2. Department of Public Services review (memo from David Margolis-Pineo, 11/2/15)
3. Civil Engineer review (memo from David Sensus, 11/2/15)
4. Fire Prevention Bureau review (memo from Keith Gautreau, 11/2/15)
5. Surveyor review (memo from Bill Clark, 11/2/15)

APPLICANT’S SUBMITTALS

- A. Cover Letter (from Andrew Johnston, FST, 9/29/15)
- B. Level III Site Plan application
- C. Development Description
 - a. Project Overview
 - b. Project Purpose & Need
 - c. Existing Conditions
 - d. Proposed Development
 - e. Land Use Review
 - f. State and Federal Permits
 - g. Easements or Other Burdens
 - h. Traffic
 - i. Soils/Geotechnical Review
 - j. Natural Features
 - k. Utilities & Stormwater
- D. Right, Title, & Interest; Technical; & Financial Capacity
 - a. Right, Title and Interest
 - b. Technical Capacity
 - c. Financial Capacity
- E. Conformity With Site Plan Standards
- F. Neighborhood Meeting Packet
- G. Cover Letter (from Andrew Johnston, FST, 10/30/15)
- H. Cover Letter (from Andrew Johnston, FST, 11/5/15)

PLANS

- Plan 1. Cover Sheet
- Plan 2. Boundary Survey
- Plan 3. Subdivision Plan
- Plan 4. Site Layout Plan
- Plan 5. Site Details

- Plan 6. Landscaping Plan
- Plan 7. First Floor Plan
- Plan 8. Second Floor Plan
- Plan 9. Third Floor Plan
- Plan 10. South & East Elevations
- Plan 11. North & West Elevations

PUBLIC COMMENT

- PC-1. Email from Lorrie Ferrari (7/31/15)
- PC-2. Email from Theresa Puckett (8/19/15)
- PC-3. Email from Betty Libby (8/24/15)
- PC-4. Email from Philip Chamberlain (8/26/15)
- PC-5. Email from Marina Schneller (8/31/15)
- PC-6. Email from Betty Libby (10/8/15)



PORTLAND MAINE

Strengthening a Remarkable City, Building a Community for Life • www.portlandmaine.gov

Planning & Urban Development Department

Jeff Levine, AICP, Director

Planning Division

Alexander Jaegerman, FAICP, Director

Performance Guarantee and Infrastructure Financial Contribution Packet

The municipal code requires that all development falling under site plan and/or subdivision review in the City of Portland be subject to a performance guarantee for various required site improvements. The code further requires developers to pay a fee for the administrative costs associated with inspecting construction activity to ensure that it conforms with plans and specifications.

The performance guarantee covers major site improvements related to site plan and subdivision review, such as paving, roadway, utility connections, drainage, landscaping, lighting, etc. A detailed itemized cost estimate is required to be submitted, which upon review and approval by the City, determines the amount of the performance guarantee. The performance guarantee will usually be a letter of credit from a financial institution, although escrow accounts are acceptable. The form, terms, and conditions of the performance guarantee must be approved by the City through the Planning Division. The performance guarantee plus a check to the City of Portland in the amount of 2.0% of the performance guarantee or as assessed by the planning or public works engineer, must be submitted prior to the issuance of any building permit for affected development.

Administration of performance guarantee and defect bonds is through the Planning Division. Inspections for improvements within existing and proposed public right-of-ways are the responsibility of the Department of Public Services. Inspections for site improvements are the responsibility of the Development Review Coordinator in the Planning Division.

Performance Guarantees will not be released by the City until all required improvements are completed and approved by the City and a Defect Bond has been submitted to and approved by the City.

If an infrastructure financial contribution is required by the City as part of a development approval, please complete the contribution form and submit it along with the designated contribution to the Planning Division. Please make checks payable to the City of Portland.

Attachments

1. Cost Estimate of Improvements Form
2. Performance Guarantee Letter of Credit Form (with private financial institution)
3. Performance Guarantee Escrow Account Form (with private financial institution)
4. Performance Guarantee Form with the City of Portland
5. Infrastructure Financial Contribution Form with the City of Portland

SUBDIVISION/SITE DEVELOPMENT
Cost Estimate of Improvements to be covered by Performance Guarantee

Date: _____

Name of Project: _____

Address/Location: _____

Application ID #: _____

Developer: _____

Form of Performance Guarantee: _____

Type of Development: Subdivision _____ Site Plan (Level I, II or III) _____

TO BE FILLED OUT BY THE APPLICANT:

<u>Item</u>	PUBLIC			PRIVATE		
	<u>Quantity</u>	<u>Unit Cost</u>	<u>Subtotal</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Subtotal</u>
1. STREET/SIDEWALK						
Road/Parking Areas	_____	_____	_____	_____	_____	_____
Curbing	_____	_____	_____	_____	_____	_____
Sidewalks	_____	_____	_____	_____	_____	_____
Esplanades	_____	_____	_____	_____	_____	_____
Monuments	_____	_____	_____	_____	_____	_____
Street Lighting	_____	_____	_____	_____	_____	_____
Street Opening Repairs	_____	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____	_____
2. EARTH WORK						
Cut	_____	_____	_____	_____	_____	_____
Fill	_____	_____	_____	_____	_____	_____
3. SANITARY SEWER						
Manholes	_____	_____	_____	_____	_____	_____
Piping	_____	_____	_____	_____	_____	_____
Connections	_____	_____	_____	_____	_____	_____
Main Line Piping	_____	_____	_____	_____	_____	_____
House Sewer Service Piping	_____	_____	_____	_____	_____	_____
Pump Stations	_____	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____	_____
4. WATER MAINS	_____	_____	_____	_____	_____	_____
5. STORM DRAINAGE						
Manholes	_____	_____	_____	_____	_____	_____
Catchbasins	_____	_____	_____	_____	_____	_____
Piping	_____	_____	_____	_____	_____	_____
Detention Basin	_____	_____	_____	_____	_____	_____
Stormwater Quality Units	_____	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____	_____

6. SITE LIGHTING	_____	_____	_____	_____	_____	_____	_____
7. EROSION CONTROL							
Silt Fence	_____	_____	_____	_____	_____	_____	_____
Check Dams	_____	_____	_____	_____	_____	_____	_____
Pipe Inlet/Outlet Protection	_____	_____	_____	_____	_____	_____	_____
Level Lip Spreader	_____	_____	_____	_____	_____	_____	_____
Slope Stabilization	_____	_____	_____	_____	_____	_____	_____
Geotextile	_____	_____	_____	_____	_____	_____	_____
Hay Bale Barriers	_____	_____	_____	_____	_____	_____	_____
Catch Basin Inlet Protection	_____	_____	_____	_____	_____	_____	_____
8. RECREATION AND OPEN SPACE AMENITIES	_____	_____	_____	_____	_____	_____	_____
9. LANDSCAPING (Attach breakdown of plant materials, quantities, and unit costs)	_____	_____	_____	_____	_____	_____	_____
10. MISCELLANEOUS	_____	_____	_____	_____	_____	_____	_____
TOTAL:	_____	_____	_____	_____	_____	_____	_____
GRAND TOTAL:	_____	_____	_____	_____	_____	_____	_____

INSPECTION FEE (to be filled out by the City)

	PUBLIC	PRIVATE	TOTAL
A: 2.0% of totals:	_____	_____	_____
<u>or</u>			
B: Alternative Assessment:	_____	_____	_____
Assessed by:	_____	_____	_____
	(name)	(name)	

SAMPLE FORM

**SITE PLAN/SUBDIVISION
PERFORMANCE GUARANTEE
LETTER OF CREDIT
[ACCOUNT NUMBER]**

[Date]

Jeff Levine
Director of Planning and Urban Development
City of Portland
389 Congress Street
Portland, Maine 04101

Re: **[Insert: Name of Developer]**
[Insert: Address of Project, Portland, Maine]
[Insert: Application ID #]

[Insert: Name of Bank] hereby issues its Irrevocable Letter of Credit for the account of **[Insert: Name of Developer]**, (hereinafter referred to as “Developer”), held for the exclusive benefit of the City of Portland, in the aggregate amount of **[Insert: amount of original performance guarantee]**. These funds represent the estimated cost of installing site improvements as depicted on the **[Insert: subdivision and/ or site plan]**, approved on **[Insert: Date]** and as required under Portland Code of Ordinances Chapter 14 §§499, 499.5, 525 and Chapter 25 §§46 through 65.

This Letter of Credit is required under Portland Code of Ordinances Chapter 14 §§499, 499.5, 525 and Chapter 25 §46 through 65 and is intended to satisfy the Developer’s obligation, under Portland Code of Ordinances Chapter 14 §§501, 502 and 525, to post a performance guarantee for the above referenced development.

The City, through its Director of Planning and Urban Development and in his/her sole discretion, may draw on this Letter of Credit by presentation of a sight draft and the Letter of Credit and all amendments thereto, up to thirty (30) days before or sixty (60) days after its expiration, stating any one of the following:

1. the Developer has failed to satisfactorily complete the work on the improvements contained within the **[Insert: subdivision and/ or site plan]** approval, dated **[Insert date]**; or
2. the Developer has failed to deliver to the City a deed containing the metes and bounds description of any streets, easements or other improvements required to be deeded to the City; or

3. the Developer has failed to notify the City for inspections.

In the event of the Bank's dishonor of the City of Portland's sight draft, the Bank shall inform the City of Portland in writing of the reason or reasons thereof within three (3) business days of the dishonor.

After all underground work has been completed and inspected to the satisfaction of the Department of Public Services and Planning Division, including but not limited to sanitary sewers, storm drains, catch basins, manholes, electrical conduits, and other required improvements constructed chiefly below grade, the City of Portland Director of Planning and Urban Development or its Director of Finance as provided in Chapter 14 §501 of the Portland Code of Ordinances, may authorize the [Bank], by written certification, to reduce the available amount of the escrowed money by a specified amount.

This performance guarantee will automatically expire on [Insert date between April 16 and October 30 of the following year] ("Expiration Date") or on the date when the City determines that all improvements guaranteed by this Letter of Credit are satisfactorily completed, whichever is later. It is a condition of this Letter of Credit that it is deemed to be automatically extended without amendment for period(s) of one year each from the current Expiration Date hereof, or any future Expiration Date, unless within thirty (30) days prior to any expiration, the Bank notifies the City by certified mail (restricted delivery to Ellen Sanborn, Director of Finance, City of Portland, 389 Congress Street, Portland, Maine 04101) that the Bank elects not to consider this Letter of Credit renewed for any such additional period.

In the event of such notice, the City, in its sole discretion, may draw hereunder by presentation of a sight draft drawn on the Bank, accompanied by this Letter of Credit and all amendments thereto, and a statement purportedly signed by the Director of Planning and Urban Development, at Bank's offices located at

_____ stating that:

this drawing results from notification that the Bank has elected not to renew its Letter of Credit No. _____.

On its Expiration Date or on the date the City determines that all improvements guaranteed by this Letter of Credit are satisfactorily completed, this Performance Guarantee Letter of Credit shall be reduced by the City to ten (10) percent of its original amount and shall automatically convert to an Irrevocable Defect Letter of Credit. Written notice of such reduction shall be forwarded by the City to the Bank. The Defect Letter of Credit shall ensure the workmanship and durability of all materials used in the construction of the [Insert: subdivision and/ or site plan] approval, dated [Insert: Date] as required by City Code §14-501, 525 and shall automatically expire one (1) year from the date of its creation ("Termination Date").

The City, through its Director of Planning and Urban Development and in his/her sole discretion, may draw on the Defect Letter of Credit by presentation of a sight draft and this Letter of Credit and all amendments thereto, at Bank's offices located at _____, prior to the Termination Date, stating any one of the following:

1. the Developer has failed to complete any unfinished improvements; or
2. the Developer has failed to correct any defects in workmanship; or
3. the Developer has failed to use durable materials in the construction and installation of improvements contained within the **[Insert: subdivision and/ or site improvements]**.

Date: _____

By: _____

[Name]

[Title]

Its Duly Authorized Agent

SAMPLE FORM

**SITE PLAN/SUBDIVISION
PERFORMANCE GUARANTEE
ESCROW ACCOUNT
[ACCOUNT NUMBER]**

[Date]

Jeff Levine
Director of Planning and Urban Development
City of Portland
389 Congress Street
Portland, Maine 04101

Re: **[Insert: Name of Developer]**
[Insert: Address of Project, Portland, Maine]
[Insert: Application ID #]

[Insert: Name of Bank] hereby certifies to the City of Portland that **[Bank]** will hold the sum of **[Insert: amount of original performance guarantee]** in an interest bearing account established with the Bank. These funds shall be held for the exclusive benefit of the City of Portland and shall represent the estimated cost of installing site improvements as depicted on the **[Insert: subdivision and/or site plan]**, approved on **[Insert: date]** as required under Portland Code of Ordinances Chapter 14 §§499, 499.5, 525 and Chapter 25 §§46 through 65. It is intended to satisfy the Developer's obligation, under Portland Code of Ordinances Chapter 14 §§501, 502 and 525, to post a performance guarantee for the above referenced development. All costs associated with establishing, maintaining and disbursing funds from the Escrow Account shall be borne by **[Insert: Developer]**.

[Bank] will hold these funds as escrow agent for the benefit of the City subject to the following:

The City, through its Director of Planning and Urban Development and in his/her sole discretion, may draw against this Escrow Account by presentation of a draft in the event that:

1. the Developer has failed to satisfactorily complete the work on the improvements contained within the **[Insert: subdivision and/ or site plan]** approval, dated **[Insert date]**; or
2. the Developer has failed to deliver to the City a deed containing the metes and bounds description of any streets, easements or other improvements required to be deeded to the City; or
3. the Developer has failed to notify the City for inspections.

In the event of the Bank's dishonor of the City of Portland's sight draft, the Bank shall inform the City of Portland in writing of the reason or reasons thereof within three (3) business days of the dishonor.

After all underground work has been completed and inspected to the satisfaction of the Department of Public Services and Planning Division, including but not limited to sanitary sewers, storm drains, catch basins, manholes, electrical conduits, and other required improvements constructed chiefly below grade, the City of Portland Director of Planning and Urban Development or its Director of Finance as provided in Chapter 14 §501 of the Portland Code of Ordinances, may authorize the **[Bank]**, by written certification, to reduce the available amount of the escrowed money by a specified amount.

This performance guarantee will automatically expire on **[Insert date between April 16 and October 30 of the following year]** ("Expiration Date") or on the date when the City determines that all improvements guaranteed by this Letter of Credit are satisfactorily completed, whichever is later. It is a condition of this agreement that it is deemed to be automatically extended without amendment for period(s) of one year each from the current Expiration Date hereof, or any future Expiration Date, unless within thirty (30) days prior to any expiration, the Bank notifies the City by certified mail (restricted delivery to Ellen Sanborn, Director of Finance, City of Portland, 389 Congress Street, Portland, Maine 04101) that the Bank elects not to consider the Escrow Account renewed for any such additional period.

In the event of such notice, the City, in its sole discretion, may draw against the Escrow Account by presentation of a sight draft drawn on the Bank and a statement purportedly signed by the Director of Planning and Urban Development, at Bank's offices located at _____ stating that:

this drawing results from notification that the Bank has elected not to renew its Letter of Credit No. _____.

On its Expiration Date or on the date the City determines that all improvements guaranteed by this Escrow Account are satisfactorily completed, this Performance Guarantee shall be reduced by the City to ten (10) percent of its original amount and shall automatically convert to an Irrevocable Defect Guarantee. Written notice of such reduction shall be forwarded by the City to the Bank. The Defect Guarantee shall ensure the workmanship and durability of all materials used in the construction of the **[Insert: subdivision and/ or site plan]** approval, dated **[Insert: Date]** as required by City Code §14-501, 525 and shall automatically expire one (1) year from the date of its creation ("Termination Date").

The City, through its Director of Planning and Urban Development and in his/her sole discretion, may draw on the Defect Guarantee by presentation of a sight draft at Bank's offices located at _____, prior to the Termination Date, stating any one of the following:

1. the Developer has failed to complete any unfinished improvements; or
2. the Developer has failed to correct any defects in workmanship; or
3. the Developer has failed to use durable materials in the construction and installation of improvements contained within the [**Insert: subdivision and/ or site improvements**].

Date: _____

By: _____

[Name]

[Title]

Its Duly Authorized Agent

Seen and Agreed to: [**Applicant**]

By: _____

**PERFORMANCE GUARANTEE
with the City of Portland**

Developer's Tax Identification Number: _____

Developer's Name and Mailing Address: _____

City Account Number: _____

Application ID #: _____

Application of _____ [Applicant] for _____ [Insert street/Project Name] at _____ [Address], Portland, Maine.

The City of Portland (hereinafter the "City") will hold the sum of \$_____ [amount of performance guarantee] on behalf of _____ [Applicant] in a non-interest bearing account established with the City. This account shall represent the estimated cost of installing _____ [insert: subdivision and/ or site improvements (as applicable)] as depicted on the subdivision/site plan, approved on _____ [date] as required under Portland Code of Ordinances Chapter 14 §§499, 499.5, 525 and Chapter 25 §§46 through 65. It is intended to satisfy the Applicant's obligation, under Portland Code of Ordinances Chapter 14 §§501, 502 and 525, to post a performance guarantee for the above referenced development.

The City, through its Director of Planning and Urban Development and in his/her sole discretion, may draw against this Escrow Account in the event that:

1. the Developer has failed to satisfactorily complete the work on the improvements contained within the _____ [insert: subdivision and/ or site improvements (as applicable)] approval, dated _____ [insert date]; or
2. the Developer has failed to deliver to the City a deed containing the metes and bounds description of any streets, easements or other improvements required to be deeded to the City; or
3. the Developer has failed to notify the City for inspections in conjunction with the installation of improvements noted in paragraph one.

The Director of Planning and Urban Development may draw on this Guarantee, at his/her option,

either thirty days prior to the expiration date contained herein, or s/he may draw against this escrow for a period not to exceed sixty (60) days after the expiration of this commitment; provided that the Applicant, or its representative, will give the City written notice, by certified mail (restricted delivery to Ellen Sanborn, Director of Finance, City of Portland, 389 Congress Street, Room 110, Portland, Maine) of the expiration of this escrow within sixty (60) days prior thereto.

After all underground work has been completed and inspected to the satisfaction of the Department of Public Works and Planning, including but not limited to sanitary sewers, storm drains, catch basins, manholes, electrical conduits, and other required improvements constructed chiefly below grade, the City of Portland Director of Planning and Urban Development or its Director of Finance as provided in Chapter 14 §501 of the Portland Code of Ordinances, may authorize the City to reduce the available amount of the escrowed money by a specified amount.

This Guarantee will automatically expire on **[Insert date between April 16 and October 30 of the following year]** (“Expiration Date”) or on the date when the City determines that all improvements guaranteed by this Performance Guarantee are satisfactorily completed, whichever is later. At such time, this Guarantee shall be reduced by the City to ten (10) percent of its original amount and shall automatically convert to an Irrevocable Defect Guarantee. Written notice of such reduction and conversion shall be forwarded by the City to **[the applicant]**. The Defect Guarantee shall expire one (1) year from the date of its creation and shall ensure the workmanship and durability of all materials used in the construction of the **[Insert: Subdivision and/ or site plan]** approval, dated **[Insert: Date]** as required by City Code §14-501, 525.

The City, through its Director of Planning and Urban Development and in his/her sole discretion, may draw on the Defect Guarantee should any one of the following occur:

1. the Developer has failed to complete any unfinished improvements; or
2. the Developer has failed to correct any defects in workmanship;
or
3. the Developer has failed to use durable materials in the construction and installation of improvements contained within the **[Insert: subdivision and/ or site improvements]**.

Seen and Agreed to:

By: _____
[Applicant]

Date: _____

By: _____
****Planning Division Director

Date: _____

By: _____
Development Review Coordinator

Date: _____

Attach **Letter of Approval and Estimated Cost of Improvements** to this form.

Distribution

1. This information will be completed by Planning Staff.
2. The account number can be obtained by calling Cathy Ricker, ext. 8665.
3. The Agreement will be executed with one original signed by the Developer.
4. The original signed Agreement will be scanned by the Planning Staff then forwarded to the Finance Office, together with a copy of the Cash Receipts Set.
5. ****Signature required if over \$50,000.00.

Infrastructure Financial Contribution Form
Planning and Urban Development Department - Planning Division

Amount \$

City Account Number: 710-0000-236-98-00

Project Code: _____

(This number can be obtained by calling Cathy Ricker, x8665)

Project Name:

Application ID #:

Project Location:

Project Description:

Funds intended for:

Applicant's Name:

Applicant's Address:

Expiration:

If funds are not expended or encumbered for the intended purpose by _____, funds, or any balance of remaining funds, shall be returned to contributor within six months of said date.

Funds shall be permanently retained by the City.

Other (describe in detail) _____

Form of Contribution:

Escrow Account

Cash Contribution

Interest Disbursement: Interest on funds to be paid to contributor only if project is not commenced.

Terms of Draw Down of Funds: The City shall periodically draw down the funds via a payment requisition from Public Works, which form shall specify use of City Account # shown above.

Date of Form:

Planner:

- Attach the approval letter, condition of approval or other documentation of the required contribution.
- One copy sent to the Applicant.

Electronic Distribution to:

Peggy Axelsen, Finance Department
Catherine Baier, Public Services Department
Barbara Barhydt, Planning Division
Jeremiah Bartlett, Public Services Department
Michael Bobinsky, Public Services Department
Diane Butts, Finance Department
Philip DiPierro, Planning Division
Katherine Earley, Public Services Department
Michael Farmer, Public Services Department
Alex Jaegerman, Planning Division
David Margolis Pineo, Public Services Department
Matt Rancourt, Public Services Department
Jeff Tarling, Public Services Department
Planner for Project